

2025 Annual Review and Accomplishments

Revised Jan 7, 2025 – 1330

Meetings – Public Notification and Compliance with Indiana Code

- **Admin Meetings** – weekly – review the Agenda
 - **Agenda** – 2nd page listing action items and initiatives, budget items
- **Monthly Meetings** – 1st Wed at 2:00, 3rd Wed at 6:00
- **New** – Management Internal Control Program (MICP) working group – 1st Wed at 3:30.
- **Exec Session with Attorneys** – 2nd Wed at 1300
 - *Issues, Policies, Resolutions, Ordinances*
 - **Department Head Meetings** – third Thursday of the Month
- **Personnel Advisory Committee (PAC) Meeting** – Last Thurs of the Month – Commissioners, Council, Auditor, Admin Assistant

Budget

- Reengineered commissioner and Highway Dept Budgets. Better prepared to mitigate the effect of unexpected changes
- Accounting adjustment – Fuel revenue collections
- Repeal – Dog Tax Ordinance
- Supported extending accounting system (LOW) Access and Administration – IT Admin

General Obligation (GO) Bond – 4 Million

- LEC – Air Conditioners
- Prosecutors' Office Renovate? Build new?
 - Purchase Nashville PD? Will require a different source of funding
- Sherriff – cameras and digital storage
- LEC – Boilers, Water Heaters
- For consideration:
 - Courthouse Windows (200K)
 - Funding for other repairs and replacements to include bridges
- New Firewall, Desktop Replacements, Back Up System

Owners Technical Rep (OTR) – New Hire

- Oversight – GO Bond funded Projects (LEC), Boilers, Water Heaters
- Inventory - Capital Asset – Buildings, Maintenance and Repairs.
- Capital Improvement Planning, Budgeting and support (Maintenance and Repairs – immediate and 3-5 years)
- Support – options – assessments - prosecutors office, courthouse windows options, drainage
- Management – new space at the courthouse – community corrections, clerks office

o. Legal

- Leveraged the capabilities of B&T – Personnel, Litigation (zoning), Music Center Options,
- Contract Reviews, Updates and Options
- Developing - New Ordinances and Resolutions
 - Voting Centers – Support Recommendations
- Reversed two ordinances: Internally LIT signs, Re-Zone from GB to R2

Administration

- Reconciled– Insurance Bill
- Updated policy on Bonds
- Streaming Meetings – improvements to audio, video presentations
- Grants – OCRA / OOR – Received 500K. Will be leveraged with Energy Saver Program

Highway

- Staffing, New Equipment (road grader, excavator, lightening loader) Repairs, Maintenance, Disposal
- Training
- Roads and Bridges replacement and repairs, applications for grants
- Weather – response to snow, tornado and flooding
- Budget - reengineered
- Feb 2026 – Updated Report – Status of 84 Bridges – additional funding requirements

Contracts – NEW State Requirements – Commissioners Review and Approve all Contracts

- Ongoing Transition -- **“Numerous” updates – over 44**
- WIP - New Contract Management Ordinance
- NEW Cleaning Contract – All Buildings – significant level of effort, short timeline
- SOPs – under 50k, 50-150, 150+, 2 commissioner signatures

Emergency Management

- Communication and coordination (Yellow, Orange to Red).
- Policy – Office closures when RED status
- Two Emergencies – weather (snow) and tornado. Flooding.
- FEMA Reimbursement
- Identify Unfunded Requirements – Sirens, weather radios, storage, Contract support (temp)..

Personnel Policy and Administration

- Coordinated needed updates to Personnel Policy Handbook (PPH)
 - Clarified Roles and Responsibilities: FMLA Cases, EEO Cases, OSHA Cases, Workman’s Comp.
- New Contract – Personnel Support – Review policy handbook, develop and execute a training plan, leverage funding available from insurance company (s).
- Improved management, oversight, and reporting – Workman’s Comp and OSHA Reporting

Music Center

- Excess Revenue Distribution – 75% to Foundation; 25% to County
 - Proposed 100% for the county (2/3 commissioners): modified to 50% (3/3 commissioners)
 - The management board decided to increase the payment in lieu of taxes from 55K to 65K and keep the distribution of excess review at 75% to the Community Foundation and 25% to the county. County Council members (6/7) approved this option. One council member undecided.
- Reviewed options to sell and determined it was not feasible. Sales price calculated at 5-10x profit. Example: 400K profit equates to a sales price of 4 million. County borrowed 12.5 million

and the venue appraised at 11 million. These types of venues typically not profitable without taxpayer support and volunteer labor.

- Regarding the 7-member management board, allowing 2 elected officials (one commissioner and one councilman) was determined by the management board to be sufficient.

New Hires / Changes

- IT Director
- Auditors Office: Human Resource Staffing – Timekeeping, Benefits Management and Policy – Split duties between the Auditor and Commissioners Office
- Position Description change -- Commissioner Office Assistant – Shared Resource
- Hired Owners Tech Rep (OTR) – GO Bond and Capital Improvements
- Reviewed/Approved all Job Description. (This supports “classifications” and pay levels).

Appointments – Boards and Commissions

- Maintain a current list
- Validate requirements with Indiana Code

Comprehensive Planning and Zoning

- Comprehensive Plan. Did not approve Draft – insufficient community input.
 - Confirmed county not eligible for 60K OCRA Grant (LMI lower than 51%);
 - Did not receive Grant for Rural Empowerment and Development (RED) program with the intent to develop more community engagement and capacity building.
 - Tasked RDC to develop a RFP to support the community engagement needed to improve the draft Comprehensive Plan.
 - Refine options and plan of action. Consider prototype/proof of concept

Miscellaneous – Infrastructure

- **Pumpkin Ridge Rd / Mt. Tea** – WIP. Keeping property owners updated on status, responding to concerns. Good case study regarding collaboration and decision-making.
- **Indian Hill (2)**. Applied for a PER – (400k) Pending. Will identify plan for meeting INDOT requirements for re-opening for vehicles and pedestrians. Talk with INDOT, received extension and flexibility regarding pedestrian crossing; met/talked with legislators – Matt Pierce, Dave Hall, Eric Koch, and Governor’s liaison. Options being reviewed.

Health Insurance – Quality and Costs

- Discussed possible changes with Dept Heads.
 - No change to the 1K contribution to Health Savings Account (HSA).
 - Sick Bank eliminated – issues with policy, accounting, and consistency
 - Health Insurance benefits for retirees end if Medicare eligibility.
- Eliminate Health Insurance Benefit for new part time employees (2026) and for part-time elected officials beginning in 2027 (Commissioners, Council, Surveyor, Auditor).
- Review county percent share of premiums – ranges from 93-97% (below).
- Investigate additional options such as: Individual Coverage Health Reimbursement (ICHR) plan.
- County Health Insurance Plans and Costs:

		Month		Yearly		Percent		Total
	Number	Employee	County	Employee	County	Employee	County	Yrly Cost
Family	21	\$200.00	\$3,040.70	\$2,400.00	\$36,488.40	6.58%	93.42%	\$766,256.40
Single	72	\$30.00	\$1,050.24	\$360.00	\$12,602.88	2.86%	97.14%	\$264,660.48
Employee+1	20	\$90.00	\$2,070.46	\$1,080.00	\$24,845.52	4.35%	95.65%	\$521,755.92
	113				\$24,645.60	4.59%	100.00%	\$1,552,672.80

Other

- Combs Road – Created new Ordinance – temporary closure (5) years. Permanent closure to be considered in 2026
- Contracts – All yearly Bid Suppliers
- MOU/MOU - Pickle Ball Court and Pump Track
- Interlocal Agreement – Solid Waste – Clarification of responsibilities and costs
- Courthouse Lawn Policy
- Redistricting - Required re-balance of council and precincts to meet state and federal requirements.
- Courthouse Bricks – Bell
- Credit Card Ordinance -- WIP
- Courthouse Parking Ordinance
- Contract Review Ordinance

Capital Improvements

- Sewer station Power - Jail
- Replaced Country Club Road Bridge
- Federal Grant – Elkinsville Road Bridge
- Re-habilitation – Sweetwater Trail Bridge – CCMG
- Design Work – Mt. Liberty Bridge
- Paving – encumbered – Grandview, County Road 4300, Sawmill, Gramma Barnes
- Emergency Repair – Orchard Road Bridge
- HVAC Replacement – Highway / Solid Waste Building
- HVAC Replacement – Health Department
- Mold and Bacterial remediation – Health Department
- Air Quality Inspection – Prosecutor’s Office
- County Club Road – Bridge Replacement - Detour Paving
- Flood Damage - Hoover, Salmon Road culverts repaired
- Contract – Sycamore Valley Siding work (encumbered)
- Court Services / Community Correction), Moved to Courthouse, Redesign of space
- Drainage Issue – Courthouse – flooded security area
- Updated changes – Clerk’s office – improve security

2027 Goals and Initiatives

- Capital Asset Policy, Capital Improvement Plan and Budget
- Personnel Contract Support, Assessment of Policy, Training Needs, Training Strategy and Plan
- Update – County Comprehensive Plan

- Finance and Accounting - Monthly update – Finance and budget report to be presented at the second commissioner meeting – Plan (near, mid-term) vs actual
- County Level Management Internal Control Program (MICP) with annual reviews – financial and operational.
 - Missions and Functions (website) – ALL Departments, Boards, Commissioners.
References to state code, supports workload analysis, accomplishments, status updates, and improved efficiencies.
- Address Public Safety Needs and Funding – Sheriff, Fire, Emergency, Medical (*“Quality of Life”*)
- SOP - Rough Plan and Schedule – priority for snow plowing, paved and gravel roads
- “SOPs” – Brown County Commissioner Handbook
- Improve 2027 Budget Process
- At least annual updates from appointees to Boards and Commissions